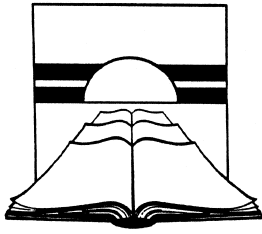


Academic Senate Faculty Hiring Committee



Academic Senate Title 5 Charge:

The Academic Senate is an organization whose primary function is to make recommendations to the Administration and Board of Trustees with respect to academic and professional matters including:

1. Curriculum, establishing prerequisites and placing courses within disciplines;
2. Degree and Certificate requirements;
3. Grading Policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for Institutional Planning and budget development as mutually agreed; and
11. Other Academic and Professional matters as mutually agreed upon.

Functions:

Membership:

1. Provide support and assistance for those functions that are the primary responsibility of faculty Provide training to Board Policy 4100.
2. Provide training to departmental faculty in their role in faculty hiring.
3. Provide training to faculty serving as diversity resource specialists.
4. Work closely with human resources to support policy compliance
5. Recommend procedural modifications as needed
6. Support departments in providing a positive experience for all candidates.
7. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Length of Membership:

3 Full-time faculty members, representing a variety of departments, are appointed by the Academic Senate Executive Committee. Members are expected to be actively involved in accomplishing the functions described above through regular attendance and participation. Academic Senate Executive Committee reserves the right to replace members as needed.

Chair:

Members serve two-year terms.

Meetings:

Appointed for a two year term by the Academic Senate Executive Committee. The chair is responsible for the creation of agenda (see below) and minutes (see below). Further the chair will provide committee leadership to insure functions described above are carried out on a timely basis.

Agenda:

Meeting are held as needed but at least once in the fall, spring, and summer as mutually agreed by the committee.

Minutes:

The chair is responsible for preparing, distributing, and posting the agenda.

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